



# EMPLOYMENT OPPORTUNITY

POSITION: PUBLIC HEALTH NUTRITION UNIT MANAGER

BASE RATE: \$29.50 PER HOUR, DOE

STATUS: REGULAR, FULL-TIME

DEPARTMENT: HEALTH – PUBLIC HEALTH NUTRITION

BARGAINING UNIT: NONE

CLOSING DATE: 5:00 P.M. TUESDAY, JUNE 17, 2014

Use on-line application at [www.co.missoula.mt.us](http://www.co.missoula.mt.us)

Complete job description available upon request to the Department of Human Resources

**DEFINITION:** Performs administrative and professional duties as the manager of the Public Health Nutrition unit of the Health Services division for the Missoula City-County Health Department, MCCHD.

**MINIMUM QUALIFICATION REQUIREMENTS:** Requires a Master's degree. Degrees best suited for this position are Nutrition and Public Health. Requires three years of professional experience in public health or community based nutrition programs. Requires two years of experience in direct staff supervision. An equivalent combination of education and experience may be considered.

**SPECIAL REQUIREMENTS:** Requires a current license as a registered dietitian in the State of Montana, and a valid Montana Driver's License.

**REPRESENTATIVE EXAMPLES OF WORK:** Serves on the Health Department management team, Health Department cross divisional teams and other department and division wide teams as assigned. Serves and provides leadership on Health Department Lead Accreditation Team including active participation in Public Health Accreditation processes. Conducts and/or provides leadership and coaching on departmental, divisional, unit, and program quality improvement efforts. Participates in department wide emergency planning and management. May serve as part of incident command during emergencies. Manages the Women, Infants and Children (WIC) nutrition programs for Missoula County and contracted counties. Interprets state and federal grant requirements and regulations; and ensures conformance to USDA standards, policies and legal guidelines. Assists local businesses and governmental organizations to comply with mandates for workplace breastfeeding support for employees. Manages and administers specialized nutrition programs such as: Farmer's Market Nutrition; Breastfeeding Peer Counselor Services; Eat Smart County Nutrition; Childhood Obesity Prevention; and Coordinated Approach to Child Health (CATCH). Supervises nutrition unit staff. Promotes cooperative team efforts among staff and with other divisions. Establishes program policies and procedures; implements quality assurance systems; and assures delivery of evidenced-based nutrition assessment and intervention practices. Researches and writes grant proposals. Negotiates and administers contracts for delivery of public health nutrition services. Prepares program budgets; monitors revenues and expenditures; resolves problems with invoices and reimbursements; compiles statistics; and prepares reports on grants and program activities. Prepares the MCCHD Nutrition unit budget. Coordinates internship and student programs providing field and clinical experience for graduate and undergraduate students. Represents MCCHD and serves as a liaison with civic and community organizations; school groups, media, state, federal and local government agencies, and legislative bodies. Develops and recommends policy to local and state policy makers as requested.

**PHYSICAL/ENVIRONMENTAL DEMANDS:** The work requires little physical activity and the employee commonly works in an office or meeting room setting. Requires frequent travel for out of town to meetings.

**TO APPLY:** Submit Missoula County online application by 5:00 p.m. Tuesday 6/17/2014 (deadline extended).

**These additional documents must be attached to your online application which may require scanning:**

**COVER LETTER, COLLEGE TRANSCRIPTS (unofficial acceptable), and COPY OF REGISTERED DIETITIAN LICENSE.** Missoula County Human Resources Department is located at 199 W Pine, Missoula, MT 59802. For questions about online application process call 406-258-4462 or 406-258-4874. Applicants may submit a written request for any accommodation needed to participate in the application and selection process. Missoula County

will consider any reasonable accommodation. The Missoula County EEOP is on file in the Human Resources Office.

POSTED 5/21/2014